



राजपत्र, हिमाचल प्रदेश

(असाधारण)

हिमाचल प्रदेश राज्यशासन द्वारा प्रकाशित

शिमला, सोमवार, ६ दिसम्बर, १९६५/१५ अग्रहायण, १८८७

GOVERNMENT OF HIMACHAL PRADESH

WELFARE DEPARTMENT

NOTIFICATION

Simla-4, the 19th July, 1965

No. W. 28-7/59.—In exercise of the powers delegated by the President, under the proviso to Article 309 of the Constitution, vide Government of India, Ministry of Home Affairs notification No. F. 27/59-Him (i), dated July 13, 1959, the Lieutenant Governor, Himachal Pradesh, is pleased to make the following rules in respect of Himachal Pradesh Welfare Department Class III (Non-Gazetted) Service in regards to the matters namely:—

- (i) the method of recruitment to posts in the service;
- (ii) the qualifications necessary for appointment to posts in the service; and
- (iii) the conditions of service of persons appointed to such posts in the service for purposes of probation, confirmation, seniority and promotion.

RECRUITMENT RULES

PART I—GENERAL

1. *Short title and commencement.*—(a) These rules may be called the Himachal Pradesh Welfare Department Class III (Non-Gazetted) Service (Recruitment, Promotion and certain conditions of service) Rules, 1965.

(b) These rules shall come into force from the date of issue of the notification in the official gazette.

2. *Definitions.*—In these rules, unless there is anything repugnant in the subject or context :

- (a) “Lieutenant Governor” means the Lieutenant Governor, Himachal Pradesh.
- (b) “Recognised University” means any University incorporated by law in India.
- (c) “Government” means the Himachal Pradesh Government.
- (d) “the Service” means the Himachal Pradesh Welfare Department Class III (Non-Gazetted) Service.
- (e) “Direct appointment” means an appointment made otherwise than by promotion from amongst the members of the service or by transfer of an official already in the service of the Government or the Union.
- (f) “Appendix” means an appendix to these rules.
- (g) “Department” means the Himachal Pradesh Welfare Department.
- (h) “Member” means a member of the Himachal Pradesh Welfare Department Class III (Non-Gazetted) Service.
- (i) “Scheduled Castes” means the Castes, Races or Tribes or parts of or groups within castes, races or tribes specified in the Constitution (Scheduled Castes) Union Territories Order, 1951 as amended by Part V of Schedule II read with sub-section (2) of section 3 of the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1956, (63, of 1956).
- (j) “Scheduled Tribes” means the tribes or tribal communities or parts of or groups within tribes or tribal communities specified in Schedule to the constitution (Schedule) Tribes Union Territories Order, 1951, as amended by Part IV of Schedule IV read with sub-section (2) of section 4 of the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956 (63 of 1956).
- (k) “Promotion and Selection Committee” means the committee constituted by the Lieutenant Governor for selecting persons for appointment to any category/categories of posts in the service either by promotion or by direct recruitment.
- (l) “Departmental Promotion Committee” means the committee constituted for promotion of a member of Class III from one grade to another in Class III and for purposes specified in (1) above.
- (m) “Appointing Authority” means the authority competent to make appointment to the category of posts in the service.
- (n) “Welfare Institution” means an institution run by the Welfare Department.

PART II—RECRUITMENT TO SERVICE

3. *Character of posts.*—The character i.e., (category, designation grade etc.) of the various posts included in the service and their rates of pay shall be as indicated in Appendix to these rules, or as may be revised by the Himachal Pradesh Government from time to time.

4. *Authority empowered to make appointments.*—All appointments to posts in the service shall be made by the head of the department or any other authority declared as such by the Lieutenant Governor.

5. *Nationality, eligibility and age etc.*—(i) A candidate for appointment to any post in service must be:

(a) A citizen of India; and

(b) (i) who or whose father has been continuously residing in Himachal Pradesh for a period of not less than three years immediately preceding the last date fixed for making applications for appointment to a post; or

(ii) Whose father, if dead, continuously resided in Himachal Pradesh for a period of not less than three years immediately preceding his death and who has, after the death of his father, continued to reside in Himachal Pradesh upto the last date fixed for making applications for appointment to a post:

Provided that any period of temporary absence from Himachal Pradesh for the purpose of prosecuting his studies or for undergoing medical treatment or any period of such temporary absence not exceeding three months for any other reasons, shall not be deemed to constitute a break in the continuity of such residence but for the purpose of calculating the said period of three years any such period of temporary absence shall be excluded; and

(iii) who produces before the appointing authority concerned, if so required by it, a certificate of eligibility granted under rule 4 of the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to Residence) Rules, 1959:

Provided further that in case the Lieutenant Governor, in any exceptional case for reasons to be recorded in writing, relaxes the provisions of sub-rule (i) of this rule, in exercise of his discretion under Rule 5 of the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to Residence) Rules, 1959, a candidate for appointment to any post in the service must be:—

(a) A citizen of India;

(b) A subject of Sikkim;

(c) A subject of Nepal; or

(d) A person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if he belongs to category (c) or (d) he must be a person in whose favour a certificate of eligibility has been given by the Government of India:

Provided further that if he belongs to category (d) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview and he may also provisionally be

appointed by the Government subject to the necessary certificate being given to him by the Government of India; and

(2) Unless he is already in Government service must produce:—

- (i) a certificate of a good moral character from the Principal, Academic Officer of his university, college, school or the head of his educational or technical institution last attended;
- (ii) certificates of good moral character from two responsible persons, not being his relatives, who are well acquainted with him in private life and unconnected with his university, college, school or other educational or technical institution;
- (iii) a medical certificate as required by rule 10 of Fundamental Rules and rules 3 and 4 or Supplementary Rules;
- (iv) a declaration to the effect that he has not more than one living wife

No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to service;

(v) in the case of female Government servant, a declaration to the effect that she has not married a person having already a living wife.

No women whose marriage is void by reason of the husband having a wife living at the time of such marriage, shall be eligible for appointment to service or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to service.

(3) Must not be less than 18 years and not more than 25 years of age on the date of his appointment:

Provided further that the minimum and maximum age limit as prescribed may be relaxed in pursuance of the instructions laid down in the Government of India, Ministry of Home Affairs O.M. No. 4/7/56-RPS., dated November 30, 1965 (Annexure II) and of the Government Instructions given in appendix 3 of the P and T Compilation of the F.R. and S.R. Vol. II:

Provided further that the maximum age limit may be relaxed in respect of the persons belonging to scheduled castes or scheduled tribes or displaced persons or other special categories, in pursuance of the instructions of the Government of India issued from time to time but this relaxation will apply for such time only as may be decided upon by the Government of India.

6. *Qualification of persons appointed.*—No person shall be appointed to the service unless, in the case of appointment to the post of:

CATEGORY I—MINISTERIAL POSTS

(i) *Office superintendent.*—He has passed the B.A. examination of recognised university, having at least five years experience as assistant or above in a Government department. The prescribed educational qualifications will be relaxed upto Matriculation in the case of departmental promotees provided that the departmental promotee is either permanent or quasi-permanent in the scale of assistant and has also put in at least five years' service or above in the grade of office assistant and is otherwise considered suitable by the Departmental Promotion Committee.

(ii) *Assistants.*—He has passed a degree examination of recognised university. The prescribed educational qualifications will be relaxed upto Matriculation in the case of departmental promotion provided that the departmental promotee is either permanent or quasi-permanent in the grade of senior clerk, accountant, stenographer and has also put in at least five years service or above in the grade of senior clerk, accountant, stenographer, as the case may be.

(iii) *Statistical assistant*.—At least a second class master's degree in Mathematics/Economics/Commerce or Statistics with Statistics as one of papers in first three cases. Preference to be given to those having experience of handling planning or agricultural or industrial statistics for one year. In case of departmental promotees the minimum academic qualification will be matriculate.

(iv) *Senior Clerk*.—He has passed the Matriculation/Higher Secondary examination of a recognised university/board or some other examination declared equivalent to the above examinations; and has at least three years office experience as a junior clerk.

(v) *Stenographer*.—He has passed the Matriculation examination of a recognised university and possesses as speed of 100 words per minute of English short-hand or 60 words per minute of Hindi short-hand and a speed of 35 words per minute of English or 20 words of Hindi typewriting.

(vi) *Accountant*.—He has passed the Matriculation examination/Higher secondary examination of a recognised university/board having experience of handling accounts in a Government department for at least three years.

(vii) *Clerk*.—He has passed the Matriculation examination of a recognised university or above and possesses a speed of 30 words per minute in type-writing.

CATEGORY II—SUPERVISORY/EXECUTIVE

(i) *Superintendent, Bal/Balika Ashram*.—He/she must have passed B.A. B. ID./B.T. of any recognised university or M.A. in Social Science. He/she should have atleast two years' experience of social work in an administrative or supervisory capacity in a Welfare Institution or three years teaching experience. In case of a promotee he/she should be graduate of a recognised university with three yrs experience in office routine.

(ii) *Superintendent State Home*.—He/she must be M.A. in Social Science with one year's experience in such an institution or two years' experience of social work in a welfare institution.

(iii) *Superintendent Protective Home*.—He/she must be M.A. in Social Science with one year's experience in such an institution or two years' experience of social work in the welfare institution.

(iv) *Superintendent Probation Hostel*.—He should be M.A. in social science having at least 2 years' experience of social work in an administrative or supervisory capacity in a welfare institution. In case of departmental promotees to the post indicated at serial numbers (i) to (iv) of category II of Rule 6, the prescribed educational qualifications shall be relaxed upto graduate of a recognised university having three years' experience in the field/office.

(v) *Probation officers*.—He must be a graduate from a recognised university. Preference will be given to those with training from the Tata Institute of social sciences or from the Delhi School of Social Work, Delhi or M.A. in social science from a recognised university.

(vi) *Assistant superintendent state home*.—He/she must be B.A. of a recognised university having two years' practical experience of social work in a welfare instittion.

(vii) *Investigator*.—He/she must be a graduate of a recognised university having one year's practical experience of investigation of matters pertaining to Protective Home.

(viii) *Assistant public relation officers-cum-assistant welfare officer*.—He must have passed the degree examination of a recognised university and must have at least two years' experience of welfare work.

CATEGORY III—TECHNICAL

(i) *Overseer*.—He should have passed the Matriculation examination of a recognised university and should possess diploma in civil engineering from any recognised university.

(ii) *Crafts instructor*.—He should have passed the matriculation examination of a recognised university and should possess diploma in craft from any recognised institution.

(iii) *Driver*.—He should have passed middle standard examinations and should possess a driving licence for light and heavy vehicle.

(iv) *Staff Nurse*.—She should be Matriculate and have undergone three years' course in general nursing (A class certificate in Nursing):

Provided that the qualifications, experience etc., prescribed for the posts may be relaxed in special circumstances by the Lieutenant Governor.

Further, for posts other than those mentioned above, which are otherwise provided under various schemes of welfare of backward classes, and the recruitment of which is directly made by the implementing departments like Agriculture, Animal, Husbandry, Industries etc., the qualifications and more of recruitment shall be determined direct by the respective department.

METHOD OF RECRUITMENT

CATEGORY I—MINISTERIAL

7. (i) *Office Superintendent*.—By selection through the departmental promotion committee out of assistant, statistical assistant who have normally put in five years' service as assistant and statistical assistant.

(ii) *Assistant/Statistical Assistant*.—The posts will be filled by promotion on the basis of seniority subject to the rejection or unfit out of senior clerks, accountant, stenographers (percentages will be as hereunder):

| | | |
|-------------------|----|-----|
| (a) Senior clerks | .. | 19% |
| (b) Accountants | .. | 37% |
| (c) Stenographer | .. | 19% |
| (d) Direct | .. | 25% |

For filling up of post of Statistical Assistant, the knowledge of statistics shall be essential and the graduate with mathematics will be preferred.

(iii) *Accountants*.—Twenty-five per cent posts shall be filled in by direct recruitment and 75 per cent by promotion from amongst the clerks on the basis of seniority subject to the rejection of the unfit.

(iv) *Stenographer*.—By direct recruitment on the basis of competitive examination.

(v) *Senior clerks*.—Two-third of the total number of posts will be filled by promotion on the basis of seniority subject to the rejection of unfit out of the junior clerks and the remaining 1/3rd posts will be filled by direct recruitment through competitive examination. Serving junior clerks will however, be eligible for competition with direct recruits provided they have put in at least two years' service as junior clerk and possess minimum educational qualification as matric or above.

(vi) *Junior clerk*.—By transfer of person already in the service of the Union department or by direct recruitment

CATEGORY II—SUPERVISORY

(i) *Superintendent, Bal/Balika Ashram*.—Fifty per cent of the posts will be filled in by direct recruitment and fifty per cent by promotion from amongst the probations officers and assistant welfare officers on the basis of merit-cum-seniority. The posts will be selection posts.

(ii) *Superintendents, State Home/Protective Home*.—Fifty per cent posts will be filled by direct recruitment and fifty per cent by promotion from amongst the assistant superintendents and investigator on the basis of merit-cum-seniority. The posts shall be selection posts.

(iii) *Probation officers/superintendent probation hostel*.—Twenty per cent posts will be filled in by direct recruitment and forty per cent by promotion from amongst the assistant welfare officers and forty per cent from assistants on the basis of seniority-cum-merits, subject to the fulfilment of prescribed qualifications.

(iv) *Assistant welfare officer-cum-assistant public relation officer*.—Recruitment shall be made by direct recruitment.

(v) *Investigator*.—The post shall be filled by promotion from amongst the cadre of assistant superintendent.

(vi) *Assistant superintendent (in institution)*.—Selection will be made by direct recruitment.

CATEGORY III—TECHNICAL

(i) *Overseer*.—Cent per cent selection will be made by direct recruitment.

(ii) *Craft instructor*.—Cent per cent selection will be made by direct recruitment.

(iii) *Driver*.—Cent per cent direct recruitment.

(iv) *Staff Nurse*.—Cent per cent direct recruitment.

The method of recruitment for other technical staff under the schemes for welfare of scheduled castes and scheduled tribes will be the same as for the corresponding posts in the respective department of this Government:

Provided that the above mentioned ratio prescribed for direct recruitment and by promotion may be changed at the discretion of the Lieutenant Governor, in case sufficient number of suitable persons are not available from amongst the departmental employees or by direct recruitment:

Provided further that 22.5 per cent and five per cent of the posts out of those to be filled in by direct recruitment, shall be filled in by the candidates belonging to scheduled castes and scheduled tribes respectively. In case suitable candidates belonging to scheduled castes/tribes are not available the posts will be treated as unreserved.

8. *Departmental Promotion Committee*.—The selection to all the posts either by direct recruitment or by promotion will be made by the Departmental Promotion Committee as constituted by the Lieutenant Governor from time to time. Normally such a committee shall consist of Secretary Welfare as Chairman and Director of Welfare and Deputy Director of Welfare as other members.

9. *Appointment by promotions and direct recruitment*.—All types of appointments and promotions in the various grades will be made by the Director of Welfare on the recommendations of the Departmental Promotion Committee.

PART III

CONDITIONS OF SERVICE

10. *Probation of members service*.—(i) Members of the service, both promotees and direct recruits, who are appointed against permanent vacancies, shall on appointment to any post in the service, remain on probation for a period of two years.

Explanation.—Approved officiating service shall be taken as a period spent on probation, but no member who is officiating in any appointment shall, on the completion of the period prescribed, be confirmed until he is appointed against a permanent vacancy.

(ii) If the work or conduct of any member during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may dispense with his services or revert him to his former post if he has been appointed to that post, otherwise, than by direct recruitment.

(iii) On the completion of the period of probation of any member, the appointing authority prescribed in rule 4 may confirm such member in his appointment or if his work or conduct, has in the opinion of the appointing authority, not been satisfactory, may dispense with his service, or revert him to his former post, if he has been appointed otherwise than by direct appointment, or may extend the period of probation and thereafter pass such orders on the expiry of probation as it could have passed on the expiry of the first period of probation :

Provided that the probation should not be extended for more than a year and no employee should be kept on probation for more than double the normal period.

11. Scales of pay etc., of the service.—The grades of pay of each class of service are as mentioned in appendix to these rules subject to their revision from time to time.

12. Discipline.—In respect of discipline, punishment and appeal the members of the service shall be governed by the provisions of the Central Civil Service (Classification, Control and Appeal) Rules, 1957 and C.C.C. (Conduct) Rule, 1955 as amended from time to time.

13. Seniority of members of service.—1. Subject to the provisions of paragraph 2 below, persons appointed in a substantive or officiating capacity to a grade prior to the issue of these rules shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall enblock be senior to all others in that grade.

Explanation.—For the purpose of these rules:—

- (a) persons who are confirmed retrospectively with effect from a date earlier than the issue of these rules; and
- (b) persons appointed on probation to a permanent post substantively vacant in a grade prior to the issue of the rules shall be considered to be permanent officer of the grade.

2. Subject to the provisions of paragraph 3 below permanent officials of each grade shall be ranked senior to persons who are officiating in that grade.

3. *Direct recruitment.*—Notwithstanding the provisions of sub-rule 2 above the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendation of the selecting authority; persons appointed as a result of a subsequent selection:

Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment seniority shall follow the order of confirmation and not the original order of merit:

Provided further that a person who does not join within the specified period shall lose his seniority according to the selection list and shall rank in the seniority list next to the person who joined earlier:

Provided further that he shall not lose his seniority if the fact of his joining later was caused by circumstances beyond his control and for the reason recorded in writing the appointing authority is satisfied that this was so.

4. *Promotees.*—(i) The relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotion:

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where promotions to a grade are made from more than one grade the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades. Thereafter, the Departmental Promotion Committee shall select persons for promotion from each list and arrange all the candidates of different grades, in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade.

5. *Relative seniority of direct recruits and programmes.*—The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quota of vacancies reserved for direct recruitment and promotion respectively in these rules.

Roster.—A roster shall be maintained based on the reservation for direct recruitment and promotion in the recruitment rules. The appointments shall be made in accordance with this roster and seniority determined accordingly.

Illustration.—Where 75 per cent of the vacancies are reserved for promotion and 25 per cent for direct recruitment, each direct recruit shall be ranked in seniority below three promotees. Where the quotas are fifty per cent each, every direct recruit or a promotee cases to hold the appointment in the grade, the seniority list shall not be rearranged merely for the purpose of ensuring the proportion referred to above.

6. *Transfers.*—(i) The relative seniority of the persons appointed by transfer to the department from the Central Government or other departments of State Government shall be determined in accordance with the order of their selection for such transfers.

(ii) Where such transfers are effected against specific quotas prescribed in the recruitment rules therefore, the relative seniority of such transferees visavis direct recruits and promotees shall be determined according to the rotation of vacancies which shall be based on the quotas reserved for transfer, direct recruitment and promotion respectively in the recruitment rules.

(iii) Where a person is appointed by transfer in accordance with a provision in the recruitment rules providing for such transfer in the event of non-availability of a suitable candidate by direct recruitment or promotion, such transferees shall be grouped with direct recruits or promotees, as the case may be, for the purpose of para (5) above. He shall be ranked below all direct recruits or promotees, as the case may be selected on the same occasion.

EXPLANATORY MEMORANDUM

Procedure for direct recruitment (Rule 3—Direct Recruit)

(a) The vacancy/vacancies shall be intimated to the Employment Exchange and circulated among the different departments of Himachal Pradesh Government.

(b) The vacancy/vacancies shall be advertised subject to the non-availability certificate obtained from the employment exchange.

(c) The selection test or both as the case may be prescribed in the circular/advertisement.

(d) Appointment to any category or categories of posts in the service shall be made by the appointing authority only on the recommendation of the Promotion and Selection Committee in accordance with such recommendations provided that if there is no Promotion and Selection Committee, the appointing authority may itself make the appointment.

4. *Promotees.*—Where promotions are made on the basis of selection by a Departmental Promotion Committee the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotions are made on the basis of seniority subject to the rejection of the unfit, the seniority of person considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior person who had superseded him.

4. *Leave and Pension.*—In respect of leave, pension and other connate matters not specifically mentioned in these rules the members of the service shall be governed by the Revised Leave Rules, 1933 given in Appendix 5—of Volume II of the P.T. Compilation of the F.R. and S.R. and the pension rules promulgated by the Government of India from time to time.

15. *Training and Examination.*—The members of the service shall have to qualify in suitable examinations or to undergo suitable training as may be prescribed by the Lieutenant Governor from time to time for any class of post or for a particular post.

16. *Other conditions of service.*—In respect of conditions of service other than those covered by these rules, members of the service shall be governed by the Government of India, Ministry of Home Affairs, notification No. 27/59-Him (ii), dated the July 13, 1959.

17. *Repeals and savings.*—These rules shall supersede all the orders or rules as issued by the Himachal Pradesh Government on the subject from time to time, provided that promotion and appointments not in accordance with these rules already made shall not be set aside or affected.

B. S. SINGH,
Secretary.

APPENDIX

| Ministerial | Category | Scale of pay |
|---|----------|-------------------------|
| 1. Office superintendent | | Rs. 350-20-450 |
| 2. Assistants including statistical assistant). | | Rs. 140-10-200/10-300 |
| 3. Senior clerk | | Rs. 116-8-180/10-250 |
| 4. Accountant | | Rs. 120-8-200/10-300 |
| 5. Accountants | | Rs. 106-6-160/8-200 |
| 6. Stenographer | | Rs. 116-8-180/10-250 |
| 7. Clerks | | Rs. 60-4-80/5-120/5-175 |
| <i>Supervisory:</i> | | |
| 8. Superintendents (institutions): | | |
| (i) Probation Hostel | | Rs. 250-20-450 |
| (ii) Protective Home | | Rs. 250-20-450 |
| (iii) State Home | | Rs. 250-20-450 |
| (iv) Bal Ashram | | Rs. 250-20-450 |
| (v) Balika Ashram | | Rs. 250-20-450 |
| 9. Probation officers | | Rs. 250-15-400 |
| 10. Assistant Welfare officers-cum- Assistant Public Relations officers. | | Rs. 150-10-300 |
| 11. Investigator | | Rs. 125-10-175/15-250 |
| 12. Assistant superintendents (in institutions). | | |
| <i>Technical:</i> | | |
| 13. Overseer | | Rs. 100-10-200/10-300 |
| 14. Craft Instructor | | Rs. 80-5-100/5-150 |
| 15. Driver | | Rs. 60-3-90 |
| 16. Staff Nurse | | Rs. 60-4-100 |

ANNEXURE

| Sl. No. | Designation of post | No. of posts | Scale of pay | Duties | No. of posts filled |
|---------|-----------------------------------|--------------|--------------|--|---------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | Rs. | | |
| 1. | Superintendent | 1 | 350-20-450 | Supervisory duties | 1 |
| 2. | Assistants/Statistical Assistant. | 4 | 150-10-300 | To deal with important cases at the directorate level relating to budget plan, proposals, sanctions, establishment and compilation, tabulation, classification of data, relating to all activities of the department and report of the commissioner for scheduled castes and scheduled tribes. | 4 |
| 3. | Senior clerks | 1 | 116-250 | To handle cash and establishment cases and other clerical duties. | 1 |

| 1 | 2 | 3 | 4 | 5 | 6 |
|-----|--|----|------------|---|---|
| 4. | Stenographer | 1 | 116-250 | | 1 |
| 5. | Accountant | 1 | 116-250 | Maintenance of accounts, audit matters and other allied duties. | 1 |
| 6. | Clerks | 14 | 60-175 | To do clerical work | 14 |
| 7. | Daftry (Class IV). | 1 | 35-50 | To maintain the office record. | 1 |
| 8. | Peons (Class IV) | 12 | 30-35 | — | 12 |
| 9. | Overseer | 1 | 100-300 | Technical duties | 1 |
| 10. | Craft teacher | 1 | 80-150 | To impart knowledge in craft. | 1 |
| 11. | Driver | 1 | 60-90 | To drive vehicle | 1 |
| 12. | Staff Nurse | 1 | 100-5-150 | Medical | 1 |
| 13. | Superintendent Bal and Balika Ashrams. | 2 | 250-20-450 | Supervisory duties | 2 |
| 14. | Superintendent State. | 2 | 250-20-450 | Supervisory duties | |
| 15. | Superintendent protective Home. | 1 | 250-20-450 | Supervisory duties | |
| 16. | Superintendent Probation Hostel. | 1 | 250-20-450 | Supervisory duties | |
| 17. | Probation Officers. | 4 | 250-15-400 | To perform duties under the Probation of offender Act and to investigate cases and to submit pre-sentence report. | 4 |
| 18. | Assistant Superintendent State Home. | 2 | 120-30 | To manage home and supervisory duties. | 2 |
| 19. | Investigator | 1 | 150-10-300 | To investigate into the working of different institution and physical verification social, economic survey etc. | 4 |
| 20. | Assistant Welfare Officer. | 2 | 150-10-300 | To assist to the District Welfare Officer in regard to the implementation of all the schemes pertaining to the welfare department welfare of Scheduled Castes and Scheduled Tribes. | Being filled in this month and selection finalised. |
| 21. | District Welfare Officers (Class II). recreated. | 4 | 250-500 | -do- | Filled 4/and 2 unfilled being created |

B. S. SINGH,
Secretary.